Bachelor’s Application 1st Course Semester

As of: 15.10.2019
1 Open RWTHonline Application Wizard

You can find information about how to register and log into RWTHonline in separate step-by-step instructions “Registering in RWTHonline,” which can be found in the download section of this page.

You will be taken to your business card/workplace after logging in. Click on the link Applications in the Studies section.

Information

You can change your language settings for the Application Wizard at any time by clicking DE/EN.
The page **My Applications** will open.

Click the link **Enter new application** in the yellow **OPERATION** box.

2 Submitting an Application via RWTHonline

You are now viewing the homepage of the RWTHonline Application Wizard.

**Information**

Please pay attention to the tips and warnings the Application Wizard gives you, so that your application is complete and valid!

Select your **Start of course**. Pay attention to the number of applications allowed.

Using the drop down menu, select the semester for which you are applying (1) and click **CONTINUE** (2).
Fill out the **Type of studies**.

Describe the degree program, for which you are applying, in more detail.

- Example: Type of studies: Bachelor programme (1)
- Select your Intended degree you are applying for (2).
- Using the drop down menu, select the degree program for which you are applying (3).
- By clicking the link “Further information,” (4) you will be taken to the RWTH website. There you will find the key information about the program you have selected.
- Select the entrance semester (5).
  ① The entrance semester is the semester, in which you will begin or continue your studies in a subject. For example, if you would like to begin the unrestricted admission civil engineering course of study, select “1 – Unrestricted admission.”
- Select the form of studies: First degree (6) (for assistance click 📚).
- Check off the boxes that apply to you (7). If you have not yet completed studies or have not already applied for the selected degree program at RWTH within the last year, do not check the boxes.
- Click CONTINUE (8).

You will now be taken to the page **Personal data** (see the example with the applicant Peter Portland). You already provided some of this information when you registered.

- Review and complete the information. Please enter your complete name as given in your identity card or passport.
- Click CONTINUE.
Submitting an Application via RWTHonline

Personal data

- First name: Steve
- Last name: Smith
- Date of birth: 01.01.1990
- Place of birth: Los Angeles
- Country of birth: United States (USA)
- Gender: Male

1st nationality: United States (USA)
2nd nationality: Please select...
Submitting an Application via RWTHonline

You will be taken to the page **Correspondence address**. The address you enter here will be used by RWTH to send you any necessary mail.

- Fill out the address information (1). The fields with a yellow outline are mandatory.
- If your permanent home address and correspondence address are identical, check the box (2).
- Click **CONTINUE** (3).

On the next page you will be asked about your **higher education entrance qualification**.

- Select: “I have obtained a foreign higher education entrance qualification.” (1)
- Fill out the information about your secondary education degree. (2)
- Click **CONTINUE** (3).
You will now be asked about your academic background. If you have already begun or completed university studies, click **ADD DEGREE PROGRAM** (1). The screen **Edit academic background** will open (see below).

Fill it out. Then, click **CONTINUE** (2):

Fill out the section **Edit academic background**. The fields with a yellow outline are mandatory.
• Complete the information about the university where you studied and the subjects you studied (1). If your university is not listed in the drop-down menu, please leave it blank and enter the name of your university in the free text field.
• Complete the information about the semesters you studied and any leaves of absence (2).
• Complete the information about your status. Information about just the final examination is sufficient. (3)
• SAVE AND CLOSE (4)

As soon as you have completed the section on your academic background, you will be prompted to upload documents necessary for admission and enrollment. (→ continued on page 10)

Information

You will not be able to submit your application until all the mandatory documents have been uploaded. Otherwise you will receive an error message.

If you have applied for a restricted admission (with a Numerus Clausus) degree program, you will now be asked for Further Information.

• Check off the boxes that apply to you. (1) If none of the boxes apply to you, leave them blank.
• Click CONTINUE. (2)
Submitting an Application via RWTHonline

Further Information

1. I have completed military service, civilian service, voluntary service, development assistance, or a social or ecclesiastical year (only for applicants with German nationality).
2. I submit a request for preferential admission due to the completion of a service according to § 19 VerkehrVO NRW.
3. I request to be considered in the quota for hardship cases.
4. I apply for disadvantage compensation for improving overall average grade/attending time.
5. I request to be considered in the preselection ("Top Athlete").
6. I request to be considered in the preselection ("person of non-age").
7. I request equality with German citizens in the selection procedure ("Gleichstellung").
Submitting an Application via RWTHonline

In the left menu you will see a list of the necessary documents. (1) When filling out the Application Wizard certain documents are required before you can submit your application. You can see if a document is mandatory based on the warning text. The Wizard will guide you through how to upload the documents.

Click on Durchsuchen … (2) under New document and upload the required documents one after another as a PDF. You can delete an uploaded document from the list (3) using the symbol (4) and download it by clicking the symbol (5).

(4) The symbol will only appear once you have gone through the entire RWTHonline Application Wizard once.

After each upload click CONTINUE (6).
You will now be shown an **OVERVIEW – APPLICATION NUMBER** (in this example: Application Number: 1-00000117).

- Review all of the information carefully.
- Confirm that the information provided is accurate. (1)
- Once you have reviewed the information and confirmed its accuracy, click **SEND**. (2)

You have now submitted your application for Bachelor’s studies at RWTH.
You will receive a confirmation. You can view the status of your application and your letter of admission/rejection letter in the RWTHonline Application - Status. You will be notified via email when the status changes.

You can select your RWTHonline Application - Status directly from the application process by clicking on the link LIST OF APPLICATIONS.
3 Next Steps

The next steps after submitting the online application are:

- Check application status
- Check admission status
- Accept study place offer, if you have been admitted.
- Enroll

You can complete most of the steps in the RWTHonline Application - Status. Depending on the course of study, you enroll using the Application Wizard, via mail, or in person in the Registrar's Office or International Office.

Open Application - Status

Log on to RWTHonline. Your profile will open. Click on the link Applications.

![RWTHonline screenshot](image)
The page **My Applications** will open.

Click on the magnifying glass (6) to open Application - Status.

### Legend for the example above

- 1 Application number
- 2 ✔️ The application documents have been checked and they are complete.
- 3 ✔️ Admission granted
- 4 ✔️ Study place offer accepted
- 5 😞 Enrollment incomplete
- 6 Show status of application
- 7 Show summary

### Status Inquiry

In the Application - Status view you can find an overview of the status of your submitted application, e.g.
Under **Admission** you can view the status of your admission. As soon as you processed admission has been granted, your letter of admission will be available to download here.

### Accept Study Place Offer

You will receive a study place offer as soon as you have been granted admission. You must accept the study place offer before the prescribed deadline, so that you can provide us with the information necessary for enrollment on time.

Click on the arrow in front of "**Study place offer**" and accept the study place offer or reject it.
The date of your study place acceptance/rejection will be displayed.

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The download will be available in the system for some time after you have accepted your study place.
**Enroll**

After accepting the study offer you must provide us with additional information needed for enrollment and then fill out the application for enrollment and submit the required documents as specified either in the Application Wizard, via mail, or in person. Please pay attention to the information in the Application Wizard.

The green checkbox symbol indicates which documents you have already submitted. Documents you still need to submit are marked with a red X and can be uploaded or submitted as a physical copy, depending on what is specified. When mailing your physical documents to us, please use our cover sheet.

After you have successfully enrolled, you must pay the student body and social contribution fee. You can find more information about the payment options in the RWTHonline Application - Status.